

## **MEMORANDUM OF UNDERSTANDING**

**Between  
THE CALIFORNIA DEPARTMENT OF MENTAL HEALTH (DMH)**

**And  
CALIFORNIA STATE LIBRARY**

**For the  
MENTAL HEALTH SERVICES ACT**

### **I. Purpose**

This Memorandum of Understanding (MOU) is entered into by and between the California Department of Mental Health (DMH) and the California State Library to define the relationship between DMH and California State Library as it relates to the implementation of the Mental Health Services Act (MHSA) and the use of MHSA funds.

### **II. Background**

The passage of Proposition 63 (MHSA) in November 2004 provides an opportunity to transform the public mental health system in California by addressing a broad continuum of prevention, early intervention, treatment, and infrastructure support. In addition to the funding available to the county mental health departments, MHSA allows DMH to provide resources to other state entities to enhance their capacity to support the overarching goals of MHSA and its various components. The MHSA components are Community Services and Support, Prevention and Early Intervention, Workforce Education and Training, Innovation, and Capital Facilities and Technological Needs.

There are five fundamental concepts inherent in MHSA which must be embedded and continuously addressed in both local and state level collaborations. These concepts are a client/family driven mental health system, cultural competence, community collaboration, service integration, and a focus on recovery, wellness, and resiliency.

### **III. Statement of Work**

- A. This MOU is based on the activities delineated and approved in the Governor's Budget Act for FY 2008/2009 supported with MHSA funds. A copy of this Budget Change Proposal (BCP) is attached in Exhibit A.

## B. Summary of Proposed Activities

- Describe the overall goals of the proposed activity.
- Provide a brief summary of the proposed MHSA activities.

## C. Work Plan

Each funded entity will be responsible for submitting an annual work plan. A copy of the annual work plan is attached in Exhibit B (see sample Exhibit B work plan).

- The work plan should be based on activities proposed and approved in the BCP(s) (Exhibit A) and negotiations between DMH and the State Entity.
- The work plan should include specific activities, timelines, and deliverables.

## D. Staffing

- Provide a description of the proposed staffing based on the approved BCP(s): number of Full Time Equivalent (FTE) positions, classification, and whether permanent or limited term status.

## E. California State Library Responsibilities

- Attend the quarterly MHSA Interagency meetings
- Provide periodic updates on program implementation issues, concerns or questions to the DMH program liaison
- On an as-needed basis, present accomplishments, findings, best practices, and challenges at meetings, training sessions or conferences pertaining to the implementation of MHSA
- Arrange an annual site visit for the DMH program liaison and other DMH representatives as needed
- Other requests as needed for supporting the implementation of MHSA

## F. Role of DMH program liaison

### 1. General Duties

- Be the primary contact for California State Library on MHSA implementation in regards to this MOU.
- Provide MHSA updates to California State Library as needed.
- Negotiate the annual work plan.
- Provide feedback on reports.

- Provide other necessary support to California State Library in building a collaborative relationship in fulfilling the purpose of this MOU and the overall goals of MHSA.

2. Specific Duties, if applicable

- Customize to reflect DMH program roles and responsibilities pertaining to this MOU

G. Subcontracts (if applicable)

In the event that the State Entity subcontracts any portion of the MHSA funds to another entity, the State Entity shall provide the following to DMH:

- A copy of the Request for Proposal or other procurement documents and contractor selection criteria for DMH's review and approval
- Name and contact information for DMH program liaison on the contractor selection panel
- Name of contractor, contract amount and terms, and a copy of the signed contract specifying the scope of work, including the proposed deliverables and timeline.

H. Reporting Requirements

1. California State Library shall provide, at least annually or more frequently if specified, the following reports/updates to DMH:
  - a. Contact list updates for both program and fiscal contacts.  
Deadline: quarterly, or as needed
  - b. Annual report summarizing activities on related MHSA activities for the previous fiscal year. Format is attached as Exhibit A-1. The annual report includes program and fiscal information.  
Deadline: July 30.
  - c. Mid year update summarizing activities on related MHSA activities for the current fiscal year and projected budget activities for budget year. Format is attached as exhibit B-1. The mid year update includes both program and fiscal information. Deadline: January 31.
  - d. Additional requests for information as needed to provide updates to the Administration, Legislature and stakeholders.

2. DMH may revise the reporting requirements as needed and present the proposed changes at the MSHA Interagency meetings.
3. All reports (see b and c above) must be submitted to the MSHA State Coordinator or his/her designee.
4. Reports must be submitted electronically.
5. Information collected from the reports will be published and shared with the public.

I. Department/Program Contacts

Both DMH and California State Library will designate the following representatives to act in a liaison capacity throughout the term of this MOU:

**Department Representative**

<b>DMH Contact</b>	<b>CA State Library Contact</b>
Name: Carol Hood	Name: Mimi Morris
Title: MSHA State Coordinator	Title: CSL Admin. Services Chief
Address: 1600 9 <sup>th</sup> St., Rm. 140	Address: 914 Capitol Mall
City, Zip: Sacramento, 95814	City, Zip: Sacramento, CA 95814
Phone: 916-654-3551	Phone: 916-651-0237
Email: carol.hood@dmh.ca.gov	Email: mmorris@library.ca.gov

**Program Liaison**

<b>DMH Contact</b>	<b>CA State Library Contact</b>
Name: Nichole Davis	Name: Peggy Fish
Title:	Title: Librarian
Address:	Address: 910 Capitol Mall
City, Zip: Sacramento, CA	City, Zip: Sacramento, CA 95814
Phone: 916-651-0691	Phone: 916-654-0239
Email: nichole.davis@dmh.ca.gov	Email: pfish@library.ca.gov

**IV. TERM**

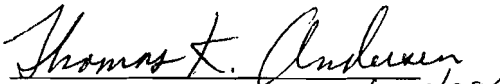
The term of this MOU is (3 years).

## V. GENERAL PROVISIONS

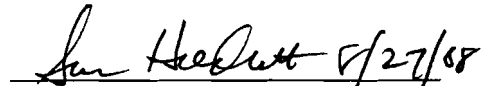
- A. The Exhibit B (work plan) must be updated annually by both DMH and California State Library. It may also be amended at any time by written mutual consent of both parties.
- B. California State Library shall provide copies of the BCP or Spring Finance Letters requesting additional MHSA funds to DMH for approval prior to submission to the Health and Human Services Agency or other reporting agency and/or the Department of Finance. When available, a copy of the budget concept paper shall also be forwarded to DMH. Failure to provide DMH with the above documents may prevent DMH from having a timely review and concurrence of the proposed MHSA funding requests and affect California State Library's request for funding under MHSA.


Draft budget concept paper, BCP or Spring Finance Letters shall be submitted to Debbie Manas, Community Services Division, 1600 9<sup>th</sup> Street, Room 140, Sacramento, CA 95814; [Debbie.manas@dmh.ca.gov](mailto:Debbie.manas@dmh.ca.gov).

- C. It is mutually agreed that if the funding for the current year and/or any subsequent years covered under this Agreement is reduced or discontinued for purposes of this program, DMH and California State Library will have the option to either cancel this MOU or offer an agreement amendment to reflect the reduced amount. Either party may terminate this MOU by giving 30 days written notice to the other party. The notice of termination should specify the effective date of termination.
- D. Funding for this MOU shall be subject to the provisions set forth in Welfare and Institutions Code 5891 regarding non-supplantation.
- E. This MOU is not effective until signed by both parties.

  
Signature and Date 8/25/08  
Bureau Chief  
CA Library Services

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Signature and Date 8/27/08  
CA State Librarian

  
DENISE M. AREND  
Deputy Director  
Community Services Division

STATE OF CALIFORNIA  
 BUDGET CHANGE PROPOSAL - COVER SHEET  
 FOR FISCAL YEAR

DF-46 (WORD Version)(REV 07/06)

Please report dollars in thousands.

Department of Finance  
 915 L Street  
 Sacramento, CA 95814  
 IMS Mail Code: A-15

BCP # 2	PRIORITY NO. 2	ORG. CODE 6120	DEPARTMENT California State Library
PROGRAM 10-State Library Services	ELEMENT N/A	COMPONENT N/A	

TITLE OF PROPOSED CHANGE  
 Transfer of MHSA Funds from CDMH to Library

SUMMARY OF PROPOSED CHANGES

The California State Library (Library) requests that Mental Health Services Act (MHSA) funds of \$169,193 be transferred from the California Department of Mental Health (CDMH) to the Library to enable the Library to provide a variety of reference, research, and bibliographic assistance and to develop and maintain a contemporary collection of materials (journals, books, reports, etc.) needed to support research efforts by CDMH. This proposed change is made at the request of CDMH which has arranged for similar transfers among other state departments in the last year in order to expand their capacity to respond to the requirements of the MHSA.

REQUIRES LEGISLATION  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CODE SECTION(S) TO BE AMENDED/ADDED	BUDGET IMPACT—PROVIDE LIST AND MARK IF APPLICABLE <input type="checkbox"/> ONE-TIME COST <input type="checkbox"/> FUTURE SAVINGS <input checked="" type="checkbox"/> FULL-YEAR COSTS <input type="checkbox"/> REVENUE <input type="checkbox"/> FACILITIES/CAPITAL COSTS
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PREPARED BY Mimi Morris	DATE 2/13/08	REVIEWED BY Linda Springer	DATE 2/13/08
CHIEF, ADMIN SERVICES Mimi Morris <i>mm</i>	DATE 2/13/08	STATE LIBRARIAN Susan Hildreth <i>SH</i>	DATE 2/13/08

DOES THIS BCP CONTAIN INFORMATION TECHNOLOGY (IT) COMPONENTS? YES  OR NO   
 IF YES, DEPARTMENT CHIEF INFORMATION OFFICER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR IT REQUESTS, SPECIFY THE DATE SPECIAL PROJECT REPORT (SPR) OR FEASIBILITY STUDY REPORT (FSR) WAS APPROVED BY THE DEPARTMENT OF FINANCE.

DATE \_\_\_\_\_ PROJECT # \_\_\_\_\_ FSR  OR SPR

IF PROPOSAL AFFECTS ANOTHER DEPARTMENT, DOES OTHER DEPARTMENT CONCUR WITH PROPOSAL?

YES       NO      ATTACH COMMENTS OF AFFECTED DEPARTMENT, SIGNED AND DATED BY THE DEPARTMENT DIRECTOR OR DESIGNEE.

DEPARTMENT OF FINANCE ANALYST USE  
 (ADDITIONAL REVIEW)

STATE OF CALIFORNIA  
 BUDGET CHANGE PROPOSAL - COVER SHEET  
 FOR FISCAL YEAR  
 DF-46 (WORD Version)(REV 07/06)  
 Please report dollars in thousands.

Department of Finance  
 915 L Street  
 Sacramento, CA 95814  
 IMS Mail Code: A-15

BCP # 2	PRIORITY NO. 2	ORG. CODE 6120	DEPARTMENT California State Library
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PREPARED BY Mimi Morris	DATE 2/13/08	REVIEWED BY Linda Springer	DATE 2/13/08
CHIEF, ADMIN. SERVICES Mimi Morris <i>mm</i>	DATE 2/13/08	STATE LIBRARIAN Susan Hildreth <i>SH</i>	DATE 2/13/08

DOES THIS BCP CONTAIN INFORMATION TECHNOLOGY (IT) COMPONENTS? YES  OR NO   
 IF YES, DEPARTMENT CHIEF INFORMATION OFFICER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR IT REQUESTS, SPECIFY THE DATE SPECIAL PROJECT REPORT (SPR) OR FEASIBILITY STUDY REPORT (FSR) WAS APPROVED BY THE DEPARTMENT OF FINANCE.

DATE \_\_\_\_\_ PROJECT # \_\_\_\_\_ FSR  OR SPR

IF PROPOSAL AFFECTS ANOTHER DEPARTMENT, DOES OTHER DEPARTMENT CONCUR WITH PROPOSAL?

YES       NO      ATTACH COMMENTS OF AFFECTED DEPARTMENT, SIGNED AND DATED BY THE DEPARTMENT DIRECTOR OR DESIGNEE.

DEPARTMENT OF FINANCE ANALYST USE  
 (ADDITIONAL REVIEW)

**STATE OF CALIFORNIA  
BUDGET CHANGE PROPOSAL--FISCAL DETAIL  
STATE OPERATIONS**

**DF-46 (WORD/EXCEL) (REV 07/06)**

*Please report dollars in thousands.*

<b>BCP No.:</b> 2	<b>DATE:</b> 2/13/08	<b>TITLE OF PROPOSED CHANGE:</b> Transfer of MHSA Funds from CDMH to Library				
<b>PROGRAM:</b> 10 - State Library Services	<b>ELEMENT:</b>	<b>COMPONENT:</b>				
	<b>PERSONNEL YEARS</b>			<b>DOLLARS</b>		
	<b>CY</b>	<b>BY</b>	<b>BY + 1</b>	<b>CY</b>	<b>BY</b>	<b>BY + 1</b>
<b>TOTAL SALARIES AND WAGES<sup>1</sup></b>		1.3				
<b>SALARY SAVINGS</b>						
<b>NET TOTAL SALARIES AND WAGES</b>	0.0	1.3	1.3	\$0	\$82,099	\$82,099
<b>STAFF BENEFITS<sup>2</sup></b>					24,454	24,454
<b>TOTAL PERSONAL SERVICES</b>	0.0	1.3	1.3	\$0	\$106,553	\$106,553
<b>OPERATING EXPENSES AND EQUIPMENT<sup>3</sup></b>						
GENERAL EXPENSE					49,398	49,398
PRINTING					100	100
COMMUNICATIONS					1,560	1,560
POSTAGE					500	500
TRAVEL-IN STATE					200	200
TRAVEL-OUT OF STATE						
TRAINING						
FACILITIES OPERATIONS					3,120	3,120
UTILITIES						
CONSULTING & PROFESSIONAL SERVICES: Interdepartmental <sup>3</sup>					7,763	7,763
CONSULTING & PROFESSIONAL SERVICES: External <sup>3</sup>						
DEPT OF TECHNOLOGY SERVICES CONSOLIDATED DATA CENTER						
DATA PROCESSING						
EQUIPMENT <sup>3</sup>						
DEBT SERVICE						
OTHER ITEMS OF EXPENSE: (Specify below)						
<b>TOTAL OPERATING EXPENSES AND EQUIPMENT</b>				\$0	\$62,640	\$62,640
<b>SPECIAL ITEMS OF EXPENSE<sup>4</sup></b>				\$0	\$0	\$0
<b>TOTAL STATE OPERATIONS EXPENDITURES</b>				\$0	\$169,193	\$169,193
<b>SOURCE OF FUNDS</b>						
	<b>APPROPRIATION</b>					
	<b>ORG</b>	<b>REF</b>	<b>FUND</b>			
GENERAL FUND						
SPECIAL FUNDS	6120	011	3085		\$169,193	\$169,193
FEDERAL FUNDS						
OTHER FUNDS (SPECIFY)						
REIMBURSEMENTS						



**SUPPLEMENTAL INFORMATION**  
**DF-46 (WORD/EXCEL) (REV 07/06)**

Please report dollars in thousands.

DEPARTMENT: CA State Library	BCP No: 1		FISCAL YEAR: 2008-09
	CURRENT YEAR	BUDGET YEAR	BUDGET YEAR + ONE
<b>PROPOSED EQUIPMENT</b>			
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PROPOSED CONTRACTS (BOTH EXTERNAL AND INTERDEPARTMENTAL)</b>			
Fdn. For CA Community Colleges: St. Assistance		7,763	0
<b>TOTAL</b>	<b>\$0</b>	<b>\$7,763</b>	<b>\$0</b>
<b>ONE-TIME COSTS (LIST BY ITEM)</b>			
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FUTURE SAVINGS</b>			
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FULL-YEAR COST ADJUSTMENTS</b>			
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FACILITIES/CAPITAL COSTS<sup>8</sup></b>			
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**ADDITIONAL ADJUSTMENTS OR INFORMATION (Use this space for any other supplemental information.)**

<sup>1</sup> Itemized detail on page B-2 by classification (as in Salaries and Wages Supplement)

<sup>2</sup> Provide detail on page B-2.

<sup>3</sup> Provide list on page B-3.

<sup>4</sup> Special Items of Expense must be filled. Please refer to the Uniform Codes Manual for a list of the standardized special items of expense that may be used.

<sup>5</sup> Use standard abbreviations per the Salaries and Wages Supplement. Use footnotes to reflect any effective date or limited term if position is not proposed for a full year. **Note: Information provided should appear in the same format as it would on the Schedule 2 (Changes In Authorized Positions).**

<sup>6</sup> List type of retirement, i.e., miscellaneous, safety, industrial, etc.

<sup>7</sup> Totals must be rounded to the nearest thousand dollars before posting to page B-1.

<sup>8</sup> Indicate one-time or ongoing.

## A. NATURE OF REQUEST

The California Department of Mental Health (CDMH) wishes to transfer a portion of its funding from the Mental Health Services Act (MHSA) to the California State Library (Library). MHSA funds are intended to be used to develop, through an extensive stakeholder process, a comprehensive approach to providing community-based mental health services and supports for California residents. CDMH has made similar transfers of portions of their MHSA funding to other agencies to assist them in their overall task.

CDMH's transfer of funds to the Library would be used to fund six primary mental health research activities, including: Reference and Information Services, Information Dissemination, Collection Development, Special Document Acquisition and Delivery, Research Services, and Librarian Assistance in order to augment the existing research and information-gathering capacity of CDMH.

Specifically, the transferred funds would enable the Library to provide enhanced reference and information services, including searching print resources, commercial online databases, and current awareness alerts, contacting organizations and expert researchers, to support research efforts by CDMH. These funds will enable the Library to develop appropriate search strategies and selection of databases and perform online searching in appropriate electronic and print resources and to provide ongoing demonstrations and training to CDMH staff on the use of databases available at their desktops, including commercial databases and the Library's online catalog.

These funds would enable the Library to develop a version of an existing alerting service, Studies in the News, focused on identified CDMH topics and areas of interest and distributing such a publication electronically to targeted CDMH staff.

These funds would enable the Library to develop and maintain a collection of materials (journals, books, reports, etc.) needed to support research efforts by CDMH staff and would ensure that the records of the CDMH collection would be accessible online through both the Library's online catalog and MELVYL, the online catalog which contains the University of California and CSL holdings.

Librarians and other Library staff, would, in cooperation with CDMH staff, meet with researchers on an ongoing basis to become familiar with the research needs and projects of CDMH. Librarians would develop appropriate search strategies and database selection and ensure that these approaches meet CDMH's research needs. Library staff would also perform expert online searching, selection, initial review, and compilation of results, including the creation of a special Mental Health Studies in the News to alert CDMH staff to current information. Library staff would also monitor and review professional literature used by CDMH for information relevant to CDMH research, including contacting appropriate scholars, research centers, libraries, and institutions.

## B. BACKGROUND/HISTORY

The California State Library has an extensive collection of over seven million items and a long history of providing library materials to state departments and agencies to enable them to better evaluate policy options. This is the first time that another state department has proposed to transfer a portion of its resources to the Library to develop a specialized collection for that department, but it is an approach that has great merit and could be valuable in other policy areas in the future.

## C. STATE LEVEL CONSIDERATIONS

CDMH has the responsibility for developing a comprehensive approach to dealing with mental health issues in the state. The department does not have the in-house capacity to develop this approach independently and is utilizing the human and informational resources of existing state departments and agencies to expand its ability to fulfill its mission. This approach enables CDMH to leverage inherent strengths of certain departments and is a sound approach from the state level perspective.

**D. FACILITY/CAPITAL OUTLAY CONSIDERATIONS**

No new facilities or capital outlay would be required for this program.

**E. JUSTIFICATION**

This proposal is consistent with California State Library, Strategic Plan which outlines the following:

*Align Library Services to meet changing needs of customers, with specific reference to electronic information services.*

The proposal is beneficial to the Library in that it helps us to meet the changing needs of our customers and it is also beneficial to the Department of Mental Health in that it will allow for the collection and dissemination of pertinent mental health studies and reports to CDMH staff.

**F. OUTCOMES AND ACCOUNTABILITY**

CDMH will require that the Library submit two semi-annual reports to CDMH. Library staff will also be required to attend quarterly meetings at CDMH to stay informed of the information needs of staff at CDMH.

**G. ANALYSIS OF ALL FEASIBLE ALTERNATIVES**

The following alternatives to addressing the problem of augmenting the research capacity of the CDMH have been considered:

1. Transfer \$169,193 in MHSA funds from the CDMH budget to the State Library's budget in order to provide research assistance and librarian support to the CDMH. At this level of funding the Library could produce a bi-weekly alerting service and keep CDMH research staff adequately informed of developments in the mental health field.
2. Increase the State Library's general fund budget by \$169,193 to provide the needed research assistance to the CDMH.
3. Maintain the current level of funding for both departments and have CDMH contract for Library services through an Interagency Agreement.
4. Do nothing.

Alternative #1 is the most efficient solution in that it makes funds available to the Library to produce the materials and informational support needed by the CDMH. It avoids any administrative contracting and billing costs associated with an Interagency Agreement.

Alternative #2 would result in additional general fund cost to the state and is not recommended because an alternative funding source exists for this project.

Alternative #3 is not a good solution because it would result in the need for administrative processing costs (for contracting and billing) that would erode the amount of dollars available for actual research and information-gathering efforts.

Alternative #4 does not address the information needs of the CDMH and is not a reasonable alternative.

## H. TIMETABLE

July 2008: Funds available to Library to begin providing information services.

## I. RECOMMENDATION

Alternative #1, transferring funding from CDMH to the Library to augment the research capability of the CDMH.

###

**CA State Library  
Work Plan for the Mental Health Services Act (MHSA) 2008-09**

Goals, Objectives and Activities)	Due Date	Primary Resp.	Support Role	Comments/Status
<p><b>Goal 1: To provide enhanced reference and information services, including searching print resources, commercial online databases and current awareness alerts, contacting organizations and expert researchers, to support research efforts by the Department of Mental Health.</b></p>				
<p>Desired Outcomes:</p>				
<p>1. Support areas of research as indicated by the Dept. of Mental Health including but not limited to Suicide Prevention; Prevention and Early Intervention; Trauma/PTSD; Children and Adolescent Mental Health.</p>				
<p>2. Increase knowledge of library's online databases through training and utilization of online sources.</p>				
<p><u>Objective</u> : County and state prevention and early intervention (PEI) efforts align with transformational values defined in recent reports such as the Mental Health Services Act (MHSA), the DMH vision and Guiding Principles of the MHSA and the President's New Freedom Report.</p>				
<p>1. Meet with DMH staff on regular basis to become familiar with the research needs and projects of DMH.</p>	<p>July 2008 through June 2009 Ongoing</p>	<p>Peggy Fish of CSL</p>		<p>Desired Outcome: Weekly meetings with DMH staff to increase awareness of research needs and projects. These meetings, plus email requests for information, can equal between 5-10 specialized searches per week, with a high of 10-40 per week when special projects are being addressed.</p> <p>This addresses the provision of providing enhanced reference and information services.</p>
<p>2. Monitor and review professional literature in the mental health field for providing information relevant to DMH staff research.</p>	<p>July 2008 through June 2009 Ongoing</p>	<p>Peggy Fish CSL</p>		<p>Desired Outcome: On-going familiarity with resources in mental health field and current issues. This monitoring of recent professional literature is developed in the Studies in the News publication which is sent out to DMH employees bi-monthly, DMH Interagency partners, and State county affiliates and cites a current bibliography of current</p>

**CA State Library  
Work Plan for the Mental Health Services Act (MHSA) 2008-09**

<b>Goals, Objectives and Activities)</b>	<b>Due Date</b>	<b>Primary Resp.</b>	<b>Support Role</b>	<b>Comments/Status</b>
				<p>articles pertinent to the issues of MHSA. In addition, CA State Library (CSL) will publish 4-5 Supplemental Issues per year on specific topics.</p> <p>This addresses the issue of familiarity with issues in the field and being aware of overall field of mental illness.</p>
<p><b>3.</b> Provide ongoing demonstrations and training to DMH staff on the use of databases available at their desktops, including commercial databases and the CSL online catalog.</p>	<p>July 2008 through June 2009 Ongoing</p>	<p>Peggy Fish CSL  Trainer from EBSCO Database</p>		<p>Desired Outcome: On-going facility of DMH staff to access databases, both commercial and library specific.</p> <p>At least 2 trainings per year are scheduled offsite at the CSL with additional trainings to be made available at DMH headquarters on an as needed basis.</p> <p>This activity directly involves the efforts of CSL to assist DMH in maintaining the facility to do meaningful research.</p>
<p><b>4.</b> Acquire a collection, in a variety of formats that would be cataloged by CSL and become part of the total CSL collections, with current operating collection housed at DMH. Borrow journal articles, documents, reports, books and other resources not currently owned by CSL as needed by DMH personnel.</p>	<p>July 2008 through June 2009 Ongoing</p>	<p>Peggy Fish CSL</p>	<p>Acquisitions Dept &amp; Cataloging Dept CSL  Ken Lawrence CSL</p>	<p>Desired outcome: Provide necessary information to DMH to support their projects and interest. Support research efforts of DMH with materials necessary for this effort.</p> <p>Collection to be augmented by 200 plus books during fiscal year (FY) 2008-09. This collection is geared to core topics such as PEI; Suicide Prevention; Stigma; Children &amp; Adolescent mental health and Cultural Competence.</p> <p>This activity relates to the ongoing research needs</p>

**CA State Library  
Work Plan for the Mental Health Services Act (MHSA) 2008-09**

<b>Goals, Objectives and Activities)</b>	<b>Due Date</b>	<b>Primary Resp.</b>	<b>Support Role</b>	<b>Comments/Status</b>
				of DMH for current materials in the field and to the support needed to accomplish this effort at CSL.
<p><b>5.</b> Attend relevant workshops, trainings, and committee workgroups related to mental health issues and strategic plan development such as racial/ethnic disparities and mental health services and stigma and mental illness.</p>	<p>July 2008 – June 2009</p>	<p>Peggy Fish CSL</p>		<p>Desired outcome: enhanced communication between DMH, their Interagency partners, and County personnel. As part of this enhanced communication, a communication plan for meetings and workshops will be developed for FY 2008-09 to increase visibility of research possibilities from CSL for DMH and its Interagency partners.</p> <p>This activity directly involves the efforts to build capacity through establishing relationships with key partners and their systems of care.</p>
<p><b>6.</b> Work to have portion of DMH collection transferred and located in the DMH Building at 1600 9<sup>th</sup> street. This includes training staff to manage collection.</p>	<p>To be finished by Dec. 2008</p>	<p>Peggy Fish CSL  Nichole Davis DMH</p>		<p>Desired outcome: provide more direct access to DMH collection.</p> <p>This activity is directly involved with the purchase of relevant books, journals, and other media for DMH to support research arm of DMH.</p>
<p><b>7.</b> Send assessment/surveys to DMH staff regarding the Studies in the News publication in order to keep current with changing needs of DMH subscribers.</p>	<p>End of Dec. 2008</p>	<p>Peggy Fish CSL  Nichole Davis DMH</p>		<p>Desired outcome: updated source of information for keeping Studies in the News relevant to DMH projects and information needs. This assessment/survey will be sent to DMH twice during the fiscal year, in the Spring and in the Fall.</p> <p>This activity relates to keeping CSL aware of interests and relevancy of publications that are being produced for DMH.</p>

**CA State Library**  
**Work Plan for the Mental Health Services Act (MHSA) 2008-09**

<b>Goals, Objectives and Activities)</b>	<b>Due Date</b>	<b>Primary Resp.</b>	<b>Support Role</b>	<b>Comments/Status</b>
8. Meet with DMH on a quarterly basis to review work plan.	Sept.- Dec.- 2008 Mar.- June 2009	Peggy Fish CSL  Barbara Marquez & Nichole Davis DMH		Desired Outcome: greater communication and collaboration with DMH and CSL. The updated work plan will then be a dynamic working document to meet the needs of DMH.  This addresses Outcomes and Accountability section of the Budget Change Proposal (BCP).

## Exhibit A-1

### Statement of Services performed over 2007-2008 Fiscal Year

- A. Reference & Information; includes: =1,404 hours or 76% of total hours on annual basis.
  1. Meetings attendance including membership on Suicide Prevention workgroup. Weekly meetings with department; OAC Board meetings; Suicide Prevention Workgroup meetings, weekly in 07-08; PEI meetings; Interagency meeting in 08.
  2. Database Searches and Listserv searches of specific journals and mental health websites.
  3. Review of Professional Literature for inclusion in twice-monthly publication of Studies in the News.
  4. Developing Supplemental issues for Studies in the News, 4-5 /yr..
  5. Database Training; onsite at Library, twice yearly and as needed basis at DMH.
  6. Borrowing items as needed and photocopying of articles; use of Library's Interlibrary Loan department to contact other libraries for DMH requested information.
- B. Information Dissemination, includes: = 264 hours or 15% of total hours on annual basis.
  1. Providing current awareness alerts.
  2. Publishing Studies in the News awareness publication, twice monthly.
  3. Archiving back issues of Studies in the News.
  4. Providing copies as requested.
- C. Collection Development; includes: = 172 hours or 9% total hours on annual basis.
  1. Collection maintenance.
  2. Acquiring variety of collection formats.
  3. Ordering and processing materials.
  4. Processing materials.
  5. Cataloging materials

6. Maintaining electronic records; online catalog.

D. Special document Acquisition & Delivery.

## Exhibit B-1

Statement of Services performed over 2008-2009 Fiscal Year –one month report.

- A. Reference & Information; includes: =117 hours or 76% of total hours for one month, July 2008.
  1. Meetings attendance including weekly meeting with DMH staff.
  2. Database Searches and Listserv searches of specific journals and mental health websites.
  3. Review of Professional Literature for inclusion in twice-monthly publication of Studies in the News.
  4. Developing Supplemental issues for Studies in the News, 4-5 /yr.
  5. Database Training; onsite at Library, twice yearly and as needed basis at DMH.
  6. Borrowing items as needed and photocopying of articles; use of Library's Interlibrary Loan department to contact other libraries for DMH requested information.
- B. Information Dissemination, includes: = 22 hours or 15% for month of July, 2008
  1. Providing current awareness alerts.
  2. Publishing Studies in the News awareness publication, twice monthly.
  3. Archiving back issues of Studies in the News.
  4. Providing copies as requested.
- C. Collection Development; includes: = 14 hours or 9% for month of July 2008.
  1. Collection maintenance.
  2. Acquiring variety of collection formats.
  3. Ordering and processing materials.
  4. Processing materials.
  5. Cataloging materials
  6. Maintaining electronic records; online catalog.
- D. Special document Acquisition & Delivery.